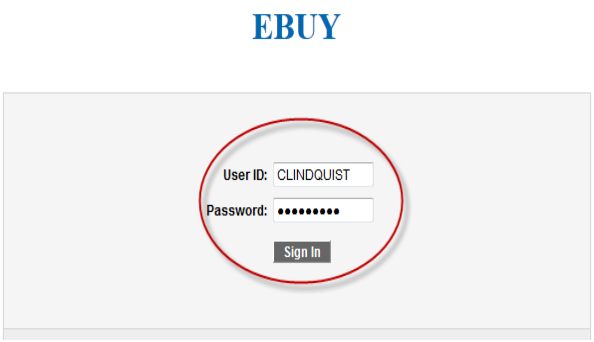
Quick Reference Guide for
eBuy Requisitions

Procurement Help Desk
510.486.6400
Monday-Friday 7a.m.-5p.m.

Access Directly into eBuy

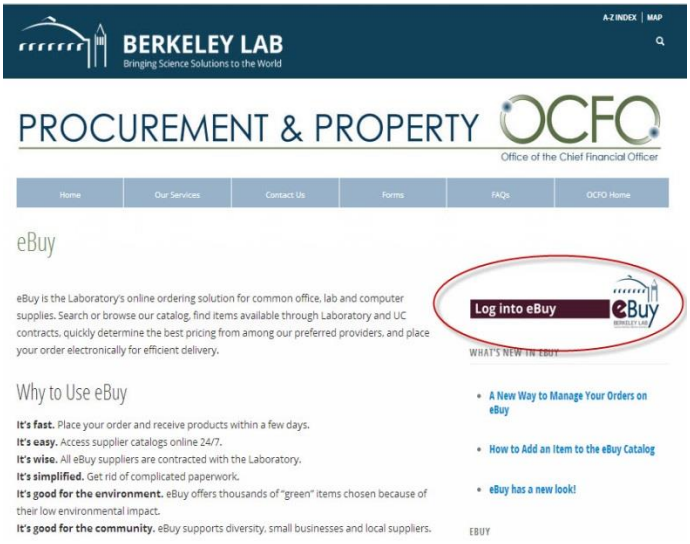
To create an eBuy Requisition, begin by opening Firefox (not Mozilla) and going to **http://ebuy.lbl.gov**. Enter your email (LDAP) login name in the **User ID** box and email password in the **Password** box. (Existing eProcurement/FMS users login with their regular PeopleSoft User ID/Password.) Click on the **Sign in** button.



Access from the Procurement Website

To create an eBuy Requisition, begin by opening Firefox (not Mozilla) and going to **https://ebuy.lbl.gov**

Enter your email (LDAP) login name in the **User ID** box and email password in the **Password** box. (Existing eProcurement/FMS users login with their regular PeopleSoft User ID/Password.) Click on the **Sign in** button.

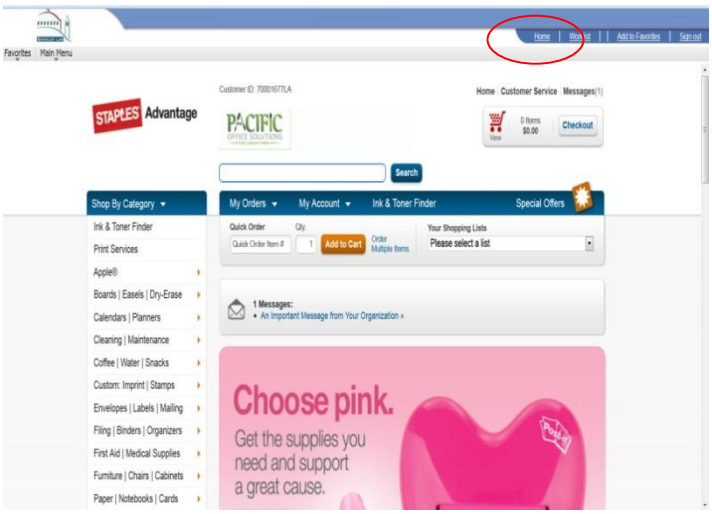


Shop by Supplier or Item Type

You may shop by **Supplier** or by **Product Type**. For general help in using eBuy, click the **eBuy Help!** link.

Shop on Supplier's Website

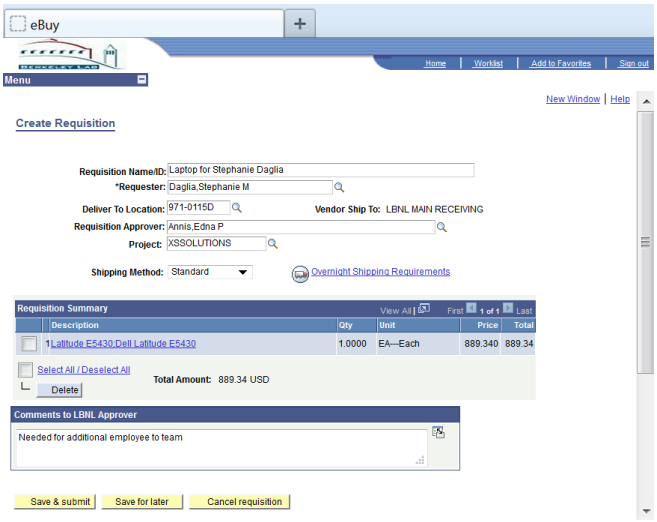
After you click on a Supplier link, you are taken to the Supplier's website where you search for and select the items you want, enter quantities, and **Check Out** of the Supplier's site. [If you want to exit this screen, click the "Home" link in the upper area.]



Complete Requisition Summary Page

After you **Check Out** from the Supplier's site, the items you selected are transferred to eBuy. To finalize your order:

- Enter a Project ID in the **Project** box.
- Enter an Authorized Signer in the **Approver** box if it is displayed. Enter a last name and click the 🔍 icon. An Authorized Signer is required for requisitions:
  - Over $350
  - For sensitive items (property tagged)
  - For preparers who are not employees
  - When a Project is setup by a division to always require approval
- Verify the **Supplier Ship To** address and **Deliver To** building and room as well as quantities and other information.
- Optionally, enter a **Requisition Name,** choose a different **Requester**, and/or enter **Requester Comments**.
- Click the **Save & Submit** button to create an order to the supplier OR
- Click the **Save for later** button to save the requisition but not submit it for ordering or approval.

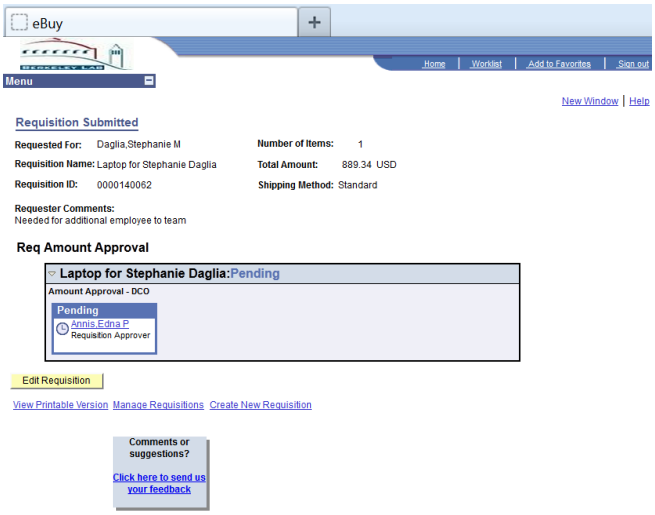


Once you **Save and Submit** the requisition, eBuy will send the requisition to the Authorized Signer for approval, if applicable. The system will then automatically send a Purchase Order to the Supplier. The Supplier will email an order acknowledgement to the requester after it receives the order.

Confirmation Page

When you *Save and Submit* a requisition, it is assigned a Requisition ID (number). On this page, you can review the Approval status.

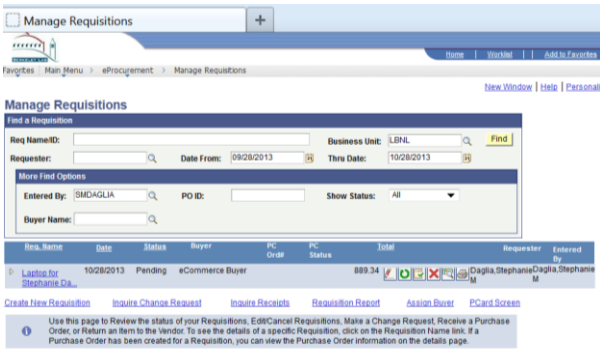
- Click the View printable version link to print a copy of the requisition. Click the Distribution Details checkbox to also print the LBNL Project information.



Checking Requisition/Order Status

To check on the status of requisitions you entered, navigate to the Manage Requisitions page by clicking on the **Manage Requisitions** link at the bottom of the Confirmation page. The Manage Requisitions page will list all requisitions you entered during the past month.

- Click on the **Req.Name** link to view descriptions, quantities, and other details of your requisition.
- The **Status** column shows you if requisition is Pending approval, Approved, or Dispatched to the Supplier.
- Click on the Requisition Cycle icon to view other order and payment information.



Tips

- To return material that has been delivered, obtain a Returned Material Authorization (RMA) number from the Supplier. See the *eBuy Returns Center* page and the supplier's Web site for details.
- Do not use your browser's forwards and backwards buttons to navigate around the eBuy or Supplier Web sites. Instead, use the links within eBuy to take you to the various pages. [If you want to exit the Supplier's site, click the "Home" link in the upper area of the screen.]

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